



**DEPARTMENT OF THE NAVY**  
NAVAL SUPPLY SYSTEMS COMMAND  
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NAVSUPINST 3500.2P  
SUP 09R2  
2 April 2002

NAVSUP INSTRUCTION 3500.2P

Subj: SYSTEM LOG-ALERT; MAINTENANCE OF

Ref: (a) NAVSUP Continuity of Operation Plan (COOPLAN)  
(b) NAVSUPINTINST 3500.3F

Encl: (1) NAVSUP System Log-Alert - Command Duty Officer  
(CDO) Work Sheet  
(2) Field Activity Telephone Numbers  
(3) NAVSUP System Log-Alert Notification Channel Chart

1. Purpose. The purpose of this instruction is to:

a. Establish a system enabling a rapid response to a Chief of Naval Operations (CNO) requirement to render extraordinary support during a period of national emergency.

b. Provide a list of key personnel serving as POCs in simulated and real situations. The NAVSUP key personnel list is maintained by SUP 09A and is available in the Naval Supply Systems Command (NAVSUPSYSCOM) Logistics Response Center (LRC).

c. Advise other commands of NAVSUPSYSCOM key points of contact.

2. Cancellation. NAVSUPINTINST 3500.2N. This instruction has been revised significantly and must be reviewed in its entirety.

3. Background. Crisis readiness requires the establishment of a response team of key personnel and standard operating procedures. The purpose of a System Log-Alert is to alleviate response delays through use of the notification and control procedures outlined herein, prescribing communication channels for notification of alert situations and, when applicable, notification on return to normal conditions. Examples of the use of the System Log-Alert would be support to Fleet elements during a period of tension or crisis; to serve as the initial notification for response to emergency circumstances delineated in reference (a); or to implement actions required in reference (b).

4. Action. Notification of a real or simulated alert situation may be received at any time, without prior warning.

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NAVSUP 4B1E is designated as the official Point of Contact (POC) in the LRC during normal working hours. The CDO, DSN 430-2750 or 2578, is the designated official outside of normal working hours. When an alert notification is received, the procedure set forth will apply. The goal for completion of the entire procedure, including response from field activities, is 120 minutes.

a. List of Key Personnel. All NAVSUP field activities are responsible for developing and providing SUP 4B1E with a list of key personnel which will serve both as initial contact points in a real situation, and as a "player group" in a simulated situation. A consolidated list maintained by SUP 4B1E is available in the NAVSUPSYSCOM LRC.

b. Alert Notification During Normal Working Hours

(1) SUP 4B1E will notify in the order reflected below:

(a) The Office of the Commander (if CNO initiated the alert);

(b) Navy Inventory Control Point (NAVICP);

(c) FISC Norfolk;

(d) FISC San Diego;

(e) FISC Pearl Harbor.

(2) In the event SUP 4B1E is unavailable when an alert notification is received, members of the Management Information Center Staff will:

(a) personally notify SUP 09A and OOA; and

(b) notify members of the NAVSUP Key Personnel List.

(3) The CDO will telephone the persons/activities listed below. Notification will begin with the statement, "This is a System Log-Alert. This (is, is not) an exercise." The CDO will then relay available unclassified information, indicating whether classified information will be forthcoming, and, if so, the date-time-group of the message or other source of information. The calls will be made in the following order:

(a) The first who can be reached, SUP 09, SUP 00 or the next senior NAVSUP Headquarters officer in the area (only if CNO initiated the alert);

(b) NAVICP;

(c) FISC Norfolk;

(d) FISC San Diego;

(e) FISC Pearl Harbor;

(f) Members of the NAVSUP Key Personnel List;

(g) Deputy Commanders (including deputy commanders for field programs).

(4) The CDO will report to SUP 00/09/and/or the Navy Command Center that NAVSUP is manned and ready upon receipt of readiness reports from the key personnel and activities within the NAVSUP claimancy. (Notify OPNAV N31 only if CNO initiated the alert.)

c. Field Activity Notification Actions. NAVSUP field activities, upon receipt of an alert notification either during or outside of normal working hours, will take the following actions as illustrated in enclosure (3):

(1) NAVICP will notify and report readiness to SUP 4B1E or the CDO on the following activities: Fleet Material Support Office (FMSO), Naval Ammunition Logistics Center (NALC), NAVICP Key Personnel Team and Inventory Management Systems Division.

(2) FISC Norfolk will notify and report readiness to SUP 4B1E or the CDO on the following activities: Fitting Out and Supply Support Assistance Center (FOSSAC), Navy Exchange Service Command (NEXCOM), FISC Jacksonville, Navy Transportation Support Center (NAVTRANS), Navy Petroleum Office (NAVPETOFF).

(3) FISC San Diego will notify and report readiness to SUP 4B1E or the CDO on the following activity: FISC Puget Sound.

(4) FISC Pearl Harbor will notify and report readiness to SUP 4B1E or the CDO on the following activity: FISC Yokosuka.

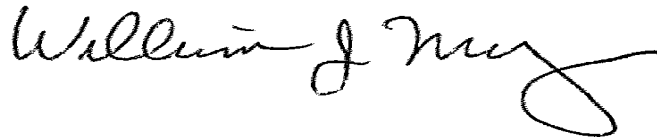
(5) Field activities notified by the NAVICP, FISCs Norfolk, San Diego and Pearl Harbor will notify their own pre-designated key personnel teams and report readiness to the activity which notified them. Inventory Control Points (ICPS) and FISCs Norfolk, San Diego and Pearl Harbor will notify their own pre-designated key personnel teams and report readiness to the activity which notified them.

(a) Field Activity Key Personnel Teams. Field activities should pre-designate key personnel teams consisting of approximately five key personnel, plus one alternate for each designee. Activity duty officers should be provided with current listings of telephone numbers of principals and alternates (enclosures (1) and (2)). This listing, along with each activity's Log-Alert notification channels as outlined in

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enclosure (3), will be furnished to NAVSUP Headquarters (SUP 09, one copy and the CDO, one copy). Principals and alternates may be provided with listings of supplemental, augmenting personnel, but readiness will be reported up the chain when an acceptable number of principals or alternates have been alerted. Field activities and NAVSUP Headquarters are to test response semi-annually (or whatever is realistic).

(b) Verification of Contact Information. The effectiveness of the System Log-Alert depends upon the currency of contact information. Field activities should report promptly to SUP 4B1E any corrections or changes to telephone numbers or other items in enclosures (1) through (3) for updating the call list in the CDO room.



W. J. MAGUIRE  
Vice Commander

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NAVSUP 35C (3 copies); 09PA, 91, 09R, NAVICP Mailroom M0852

**SYSTEM LOG ALERT-COMMAND DUTY OFFICER WORK SHEET**

The CDO will relay the following to the Commander/Vice Commander or next senior officer. "We have been placed on alert by CNO. It is not an exercise. Do you want the members of the NAVSUP Key Personnel List to report for duty?"

	Code	Reached	<u>Time</u>	Ready
	00			
	09			
*	00A			
*	09A			

Note: Refer to NAVSUP Key Personnel List for the above phone numbers.

\* If 00 or 09 advises that he will come in, call his Aide.

Lead Field Activities

The CDO will relay the following to each lead field activity. "This is a Log-Alert. It (is, is not) an exercise. You are to notify those field activities under your alert roster and your key personnel/recall lists. They (are/are not) to report to duty. Report when you are manned and ready."

Activity	<u>Telephone</u>		<u>Time</u>	Ready
	Autovon	(Comm)	Reached	
NAVICP	430-4444	717-605-4444		
FISC Norfolk	646-1001	757-443-1001		
FISC San Diego	522-2203	619-532-2203		
FISC Pearl Harbor	315-471-0673	808-471-0961		

If a return call to CNO is required, report readiness to OPNAV N31, Navy Command Center, 703-695-0231 or DSN 225-2050.

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**FIELD ACTIVITY TELEPHONE NUMBERS**

<b><u>ACTIVITY</u></b>	<b><u>WORKING HOURS NO.</u></b>	<b><u>AFTER HOURS NO.</u></b>
NAVTRANS	757-443-5305/6 <b>DSN</b> 646	757-465-8934 (home) 757-307-0227 (pager)
FOSSAC		757-669-2061
FISC Pearl Harbor		808-473-1310 (phone) 808-577-1892 (pager)
FISC Yokosuka	011-81-311-743-8201 (ISSM)	011-81-311-743-7030
NAVICP Phila Salts	215-697-4141  Duty Officer (DO) Desk	215-353-1756 (pager)  215-697-4141 (DO Desk) 215-250-1198 (pager)
FISC Jax	904-393-8430 (beeper)	904-393-8430 (pager)
NAVSUP	717-605-2750 <b>DSN</b> 430	717-231-1229 (pager)
FMSO	DO of the Week	717-233-9627 (pager)
NALC	DO of the Week	1-888-270-3497 (pager) 717 979-2195 (cell phone)
NAVICP Mech	DO of the Week	717-605-4444 717-439-3906 (pager)
NAVPETOFF	Tenant of DLA - DLA providing services	
FISC Puget Sound		360-476-7300
FISC Norfolk	757-443-1155	757-443-1155
NEXCOM	757-307-2023 (pager)	757-307-2023 (pager) Lynn Manzi 757-463-7615 (home) Cecil Faulk 757-471-2064 (home)
FISC San Diego		619-855-0135 (cell phone) 691-556-5500 (pager-pin 8777)
FHSO	757-887-7667 <b>DSN</b> 953	757-887-7667

If daytime number/information available - information was added.

Enclosure (2)

**NAVSUP SYSTEM LOG-ALERT NOTIFICATION CHANNELS CHART**

